

MILPERSMAN 1300-010

FLAG LEVEL REVIEW CONCERNING PERSONNEL ASSIGNMENT

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4185
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1. Policy

a. Officers in command may request a flag level review of a member's assignment when normal avenues of appeal have been exhausted.

b. A request for a flag level review may be made only by officers in command and only after prior attempts to reach a solution by consulting with the appropriate assignment branch head and division director have been exhausted.

2. Request Submission. If resolution cannot be achieved at the division director level, a request for a flag level review may be submitted in either message or letter format to Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4), with information copies to the chain of command. The minimum information required from the commanding officer (CO) requesting the flag level review is

- a. the member's name,
- b. social security number (SSN),
- c. specific reasons the CO believes the member was unfairly treated,
- d. the results of the command's discussions with the appropriate assignment branch head and division director, and
- e. any additional information considered pertinent.

3. **Responsibility of NAVPERSCOM (PERS-4)**

a. Commands will be informed if the flag level review request does not contain all of the necessary information, and the request will be held in abeyance until the command submits the required correspondence. Flag level reviews will be conducted only when the command supports the individual's case.

b. If a flag level review is conducted, the appropriate assignment/placement division will provide detailed input, which will include a chronological chain of events with supporting documentation, via the appropriate division director to NAVPERSCOM, Distribution Management Division (PERS-45).

c. NAVPERSCOM (PERS-45) will investigate the circumstances surrounding the assignment issue and recommend appropriate action to NAVPERSCOM (PERS-4) via the cognizant division director.

d. NAVPERSCOM (PERS-4) will respond to the authority requesting the flag level review, providing results of the review. The cognizant division director will be provided a copy of the response, and the case file will be retained by NAVPERSCOM (PERS-45).